

## **QUALIFICATIONS**

### **Knowledge of:**

Operations, services, and activities of assigned accounting system, function, or program area; Responsible technical accounting principles and practices used in financial record keeping, bookkeeping, and governmental and fund accounting; Methods and techniques of coding, verifying, balancing, and reconciling accounting records; Basic principles and practices of auditing; Mathematical principles; Principles and practices used in establishing and maintaining files and information retrieval systems; Principles and practices of fiscal, statistical, and administrative record keeping and reporting; Methods and techniques for basic report preparation and writing; English usage, spelling, grammar, and punctuation; Customer service techniques, practices, and principles; Methods and techniques of proper phone etiquette; Modern office procedures, methods, and equipment including computers; Computer applications such as word processing, spreadsheet, and database applications as well as financial and statistical software; Pertinent federal, state, and local laws, codes, and regulations.

### **Ability to:**

Perform a variety of responsible technical accounting duties in support of assigned accounting system, function, or program area. Research, compile, and interpret a variety of information and make appropriate recommendations; Work independently in the absence of supervision; Plan and organize work to meet changing priorities and deadlines; Perform mathematical calculations quickly and accurately including to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals; Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities; Understand and apply pertinent laws, codes, and regulations as well

as organization and unit rules, policies, and procedures with good judgment; Implement and maintain filing systems; Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person; Compile a variety of information and records and exercise good judgment in maintaining information, records, and reports; Deal successfully with the public, in person and over the telephone; respond tactfully, clearly, concisely, and courteously to issues, concerns, and needs; Work cooperatively with other departments, City staff and officials, and outside agencies; Operate and use modern office equipment including a computer and various software packages; Use applicable office terminology, forms, documents, and procedures in the course of the work; Type and enter data at a speed necessary for successful job performance; Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### **SALARY AND BENEFITS**

The salary schedule is a five-step range: \$5,234.55 – \$6,362.62 monthly. Benefits include: employer payment up to \$1,326.63/month towards health insurance premium and full family dental and vision insurance, up to 26 days vacation per year depending upon years of employment, fourteen holidays, \$20,000 term life insurance with \$40,000 accidental death insurance, retirement plan under the Public Employees Retirement System (PERS), long term disability insurance, voluntary flexible benefits plan, and the choice of three voluntary deferred compensation plans.

### **SELECTION PROCESS**

Applications will be screened and those applicants possessing the MOST DESIRABLE qualifications will be notified to participate in the examination process. The examination

process may include a written test, hands-on computer test, oral interview, pre-employment physical examination, and/or background investigation. Travel costs are at the applicant's expense. All applicants will be notified by mail or telephone whether or not they are invited to participate further in the selection process. Candidates placed in this position will be fingerprinted.

Qualified applicants will be considered without regard to race, color, ancestry, religion, national origin, sex, gender, age, disability, medical condition (as defined by State law), marital status or political affiliation. If special accommodations are necessary at any stage of the examination process, notify this department in advance and every attempt will be made to consider your request. The information contained herein does not constitute either an expressed or implied contract and these provisions are subject to change.

### **IMMIGRATION REFORM / CONTROL ACT**

To comply with the Immigration Reform and Control Act, effective November 1986, all potential employees will be required to provide proof of U.S. citizenship or authorization to work in the United States.

### **APPLICATION PROCESS**

Required City application and supplemental questionnaire may be obtained by visiting the website [www.brentwoodca.gov](http://www.brentwoodca.gov); calling 925-516-5191 or in-person on the first floor Payment Center at Brentwood City Hall 150 City Park Way, Brentwood, CA 94513 from 8:00 a.m. to 5:00 p.m. **Application and supplemental questionnaire must be dropped off at the Payment Center on the first floor of City Hall or mailed directly to Human Resources at 150 City Park Way in Brentwood. Application deadline: 4:00 p.m., Friday, September 16, 2016. Faxes, emails and postmarks will NOT be accepted.**



**Invites applications for:**

## **Accounting Technician**

Monthly Salary:  
\$5,234.55 – \$6,362.62

**APPLICATION DEADLINE**  
**Apply by: 4 p.m., Friday, September 16,**  
**2016**

Brentwood City Hall  
First Floor Payment Center  
150 City Park Way  
Brentwood, CA 94513

**The City of Brentwood is an  
EQUAL OPPORTUNITY EMPLOYER**

## **THE CITY**

Brentwood is a pleasant, progressive and growing city of approximately 54,000 residents in Eastern Contra Costa County. A significant number of citizens are Spanish speaking. Brentwood is located in a smog-free valley close to the Delta waterways. The community is served by an excellent school system. Los Medanos Community College is located a short distance away.

## **THE POSITION**

Current vacancy exists in the Administrative Services Department. Incumbent is responsible for processing payroll, accounts receivable and cash receipts under general supervision. Performs work at the full journey level technical accounting class. Prepares, processes, maintains and verifies budgetary, financial/accounting documents and reports. Provides technical expertise and assistance to other staff and the general public related to area of assignment.

## **SUMMARY DESCRIPTION**

Under general supervision of assigned supervisory or management staff, performs a variety of responsible technical accounting duties involved in performing financial record keeping and reporting duties in support of assigned accounting system, function, or program area; prepares, processes, maintains, and verifies budgetary, financial/accounting, and statistical documents and records; prepares various reports, statements, and special projects; provides technical expertise and assistance to other staff and the general public related to area of assignment; provides customer service in person and by telephone; and performs other duties related to the more difficult administrative, accounting, and clerical functions of the assigned department.

## **DISTINGUISHING CHARACTERISTICS**

The Accounting Technician is the full journey level technical accounting class within the

accounting support series. Employees within this class are distinguished from the Accounting Assistant I/II by the performance of the full range of technical and complex clerical accounting support duties as assigned including preparing reports related to area of assignment. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

## **REPRESENTATIVE DUTIES**

To view all, please visit [www.brentwoodca.gov](http://www.brentwoodca.gov)

- Performs a variety of responsible technical accounting and financial office support duties in support of assigned accounting system, function, or program area including in the areas of utility billing, accounts receivable, accounts payable, payroll, and business licenses.
- Prepares, maintains, and/or verifies a variety of accounting, financial, and statistical records, ledgers, logs, and files; gathers, assembles, tabulates, enters, checks, verifies, balances, adjusts, records, and files financial data; codes data according to prescribed accounting procedures; reviews information to ensure accurate reporting; resolves discrepancies; establishes and maintains various files and records.
- Generates and prepares a variety of financial, accounting, and statistical statements, analyses, documents, and reports required for management reporting by utilizing both manual and computerized spreadsheet applications; assists other accounting staff and departmental management in the preparation of reports and presentations to City management and the City Council; researches and gathers information from a variety of sources for the completion of forms or preparation of reports.
- Performs a full range of customer service duties related to area of assignment;

provides information to the public, other governmental agencies, and City staff requiring the use of independent judgment and the interpretation of a variety of policies, rules, and procedures.

- Provides technical assistance and expertise to other staff; provides training in completing assigned tasks.
- As assigned, performs a range of technical and complex clerical accounting duties in support of the City's accounts payable function; receives, processes, and reviews invoices for proper coding, signature approval, applicable sales tax, and arithmetic; enters invoices, check requests, and purchase orders for payment.
- As assigned, performs a range of technical and complex clerical accounting duties in support of the payroll function; inputs employee time sheets and verifies hours and time off; updates employee leave balances and related payroll records including use of vacation, sick leave, and related benefits; balances spreadsheets and payroll reports; processes status changes and calculates wage assignments; processes payroll checks through financial accounting system; distributes checks; prepares payments for third party vendors; responds to employee questions related to timesheets or use of paid leave.
- Performs a range of technical and clerical accounting duties in support of the operations of an assigned department; verifies department timesheets for accuracy and completeness and completes, reconciles, and balances payroll recap; processes departmental invoices including to confirm and verify invoice as to delivery, completion of work, and related items; analyzes revenue and expenditure reports including to check for line item accuracy and budget considerations; participates in the departmental budget process including to provide information and research questions.
- Performs the full range of Accounting Assistant I/II duties on a relief or support

basis; may perform a variety of general office support functions including typing, record keeping, proofreading, forms generation, and preparation of periodic and special.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

**Environment:** Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such.

## **EDUCATION AND/OR EXPERIENCE**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Accounting Technician**. A typical way of obtaining the required qualifications is to possess the equivalent of:

### **Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in bookkeeping, accounting, business administration, or a related field.

### **Experience:**

Three years' experience performing increasingly responsible accounting support services.